

COVER SHEET FOR FILING CIVIL ACTIONS
COMMONWEALTH OF VIRGINIA

Case No.
(CLERK’S OFFICE USE ONLY)*

..... Circuit Court
..... V.
PLAINTIFF DEFENDANT

I, the undersigned hereby notify the Clerk of Court that I am filing the following civil action.
(Please indicate by selecting the item that most closely identifies the claim being asserted or relief sought from
the drop-down box.)

.....
DATE [] PLAINTIFF [] DEFENDANT [] ATTORNEY FOR [] PLAINTIFF [] OTHER
[] DEFENDANT
.....
PRINT NAME
.....
ADDRESS /TELEPHONE NUMBER OF PERSON FILING PLEADING

* See reverse side for Civil Action Type Codes
- for Clerk’s Office Use Only